

FILING EQUIPMENT AND SUPPLIES

This enclosure sets forth standards and policies governing the procurement and **use of** filing **equipment** and supplies **from** the perspective of an efficient and cost-effective records management program.

A. General. Filing equipment includes all containers, machines, devices, and furniture used for maintaining and servicing files, exclusive of records storage boxes.

B. Equipment Conservation . .

1. The use of proper equipment and supplies saves time for professional and clerical personnel. Filing equipment used by the OSD shall be efficient and economical to meet requirements. Filing equipment may not be requested solely to improve appearance, off ice decor, or to acquire the latest design. Used or reconditioned equipment shall be used when available. Excess equipment shall be returned to **supply** for redistribution.

2. Storing large amounts of blank forms, publications, and other off ice supplies in filing cabinets shall be avoided.

3. Managers must remain aware of and consider alternatives to traditional storage methods, such as conversion of hardcopy records to miniaturized format, or incorporation of information into electronic data bases when economic analysis indicates that they are workable and will decrease cost or improve productivity.

4. Agency records officers and administrators must ensure strict adherence to the disposition schedules at enclosure 4 to free filing equipment by transferring files to a Federal Records Center as soon as they are eligible.

C. Standard Filing Equipment

1. Standard Equipment. Standard equipment listed in the GSA Store Catalog, Federal Supply Schedules, and the Defense Services Fund Catalog shall be used. Nonstandard equipment shall be obtained only when completely justified and the acquisition approved by the OSD Records Administrator.

2. File Cabinets. Careful consideration **shall** be given to selecting the best file cabinets for a particular files operation. The 5-drawer filing cabinets have been standardized

because they provide 25 percent more filing area in the same amount of floor space as the 4-drawer cabinets.

3. Containers for Safeguarding Classified Material. Classified documents and material shall be stored in security containers and filing equipment authorized by DoD 5200.1-R (reference (h)).

4. Shelf Files. Shelf filing equipment costs less than standard file cabinets, requires less office' space, and permits ease of filing operations. Standard shelf filing equipment may be more appropriate than filing cabinets for records that are alphabetically or numerically arranged, such as case or project files. They are not authorized for storage of classified material **unless** the units are located within secured areas established and **protected** in accordance **with** DoD 5200.1-R (reference" (h)). Requests for **open-shelf** filing must be approved by the OSD Records Administrator. **Shelf** filing equipment shall be considered when the records total 50 cubic feet or more (exceptions must be approved by the OSD Records Administrator) and w-hen:

- a. The purchase of filing equipment is contemplated.
- b. Additional space for filing operations is required and only a limited amount of space **is** available.
- c. The filing station is in a relatively permanent location.
- d. The area is relatively free from excessive dust and other adverse conditions.
- e. The area provides the degree of security required.

D. Requesting and Controlling Specialized Filing Equipment Requests for specialized, nonstandard file equipment not listed in GSA or other Government catalogs shall be submitted through the OSD Records Administrator, who shall review the requests and the file operations involved. Recommended action shall then be forwarded to the Director, Real Estate and Facilities, WHS.

'E. Requisitioning File Cabinets. Requisitions for additional standard file equipment shall be submitted through the OSD Records Administrator for recommendations to the Director for Real Estate and Facilities, WHS. Review by the OSD Records Administrator **shall** include:

- 1. A **survey** of the files of the requisitioning office to determine whether the requirement for additional space may be obtained by disposal of eligible records, and to ensure that existing equipment is properly utilized.

2. That all records are included on the Records Disposition Schedule, and maintained in accordance with this Instruction.

3. That **all** eligible noncurrent permanent and long-term records have been retired to the appropriate Records Centers.

4. Ensuring that secure filing equipment is utilized for storage of classified documents. Exceptions to this policy may be made when small amounts **of** unclassified files are stored in otherwise empty file space and additional file equipment would have to be obtained to comply with this Instruction. All security filing **equipment** not utilized for classified material shall be exchanged for nonsecurity equipment. The above provisions apply only to the control of existing equipment.

F. Files Supplies

1. General. Files supplies include all folders, guides, fasteners, labels, forms, and other related supplies used for maintaining and **servicing** files.

2* Conservation. Use of folders and guides aids in **conservation** of supplies by:

a. Limiting the volume of material placed in folders and file drawers so that new materials may be inserted and withdrawn without damaging the folders and guides.

b. Placing folders and guides in drawers so that their bottom edges rest flat on the drawer bottom.

c. Reusing folders and guides whenever possible.